

**CITY OF HAYWARD**  
**HUMAN RESOURCES DIRECTOR**  
(Unclassified)

**DEFINITION:**

To plan, organize and direct all phases of the City's Human Resources Program including labor relations, recruitment and selection, classification and salary administration, safety and training, benefits and retirement plans, affirmative action, and federally funded employment and training programs.

**SUPERVISION RECEIVED AND EXERCISED:**

Administrative direction is provided by the City Manager. Responsibilities include direct supervision of professional, technical and clerical personnel.

**ESSENTIAL DUTIES:**

Essential responsibilities and duties may include, but are not limited to the following:

1. Direct and participate in the development and implementation of goals, objectives, policies and priorities.
2. Administer and direct a comprehensive human resources management program, formulate and recommend policies, regulations and practices for carrying out the program. Administer all provisions of the personnel merit system not specifically reserved to the City Manager or department heads; consult with and advise the City Manager, Personnel Board and department officials to coordinate the various phases of the policies, practices, ordinances and resolutions.
3. Represent the City in matters of concern to unions and associations representing City employees; act as chief negotiator or participates in negotiations during meet and confer sessions with various employee organizations; assist in the administration of the employer-employee relations ordinances.
4. Direct, coordinate and supervise the administration of the classification and compensation plan, recruitment and selection, safety, training, affirmative action, employee performance rating, and orientation programs; administer a system of employee service records and other personnel records.
5. Prepare and recommend to the City Manager revisions and amendments to ordinances and resolutions relating to personnel matters; conduct special studies, prepare reports and make recommendations to the City Manager.
6. Serve in an advisory capacity to the Personnel Board; attend meetings of the Board; offer advice and make recommendations.

7. Develop and administer a city-wide employee training and development program for the purpose of upgrading employee skills and performance.
8. Direct and administer competitive benefits and retirement plans.
9. Make presentations before the City Council, Personnel Board, and community organizations.
10. Advise employees and department management in matters concerning grievances and assist department management in presentation of grievances before the Personnel Board and arbitrators.
11. Review and analyze reports, legislation, court cases, related personnel matters, etc.
12. Prepare and administer the department budget.
13. Coordinate personnel activities with other City departments and with outside agencies.
14. Select, supervise, train and evaluate professional, technical and clerical subordinates.
15. Perform related work as required.

QUALIFICATIONS:

Knowledge of:

- A. Principles and practices of public human resources management, including methods and techniques used in recruitment and selection, classification, salary administration, training, safety and affirmative action.
- B. Proper safety programs and policies.
- C. Training techniques and program development.
- D. Applicable federal, state and local laws, regulations, ordinances and policies.
- E. Administrative organization and management of the types and variety of positions common to local government organizations.

Ability To

- A. Plan, organize, assign and coordinate the activities of a professional, technical and clerical staff.

- B. Present ideas effectively orally and in writing.
- C. Deal constructively with conflict and develop a consensus.
- D. Select, supervise, train and evaluate subordinates.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight years experience in all phases of a public personnel program, including two years in a supervisory capacity.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major study in business, public or personnel administration or a related field.

WORKING CONDITIONS

Work in an office environment; sustained posture in a seated position for prolonged periods of time.

PROBATIONARY PERIOD ONE YEAR

1119CS84

Revised December 1980

Revised June 1984

Revised May 2001

APP GROUP 1

FPPC STATUS Designated

FLSA STATUS Exempt